



# Training Strategic Level Working Group July 14, 2004 Meeting Notes

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| <b>Meeting Date</b>  | July 14, 2004<br>12-1pm  |
| <b>Attendees:</b>  | <p><b>Facilitator:</b> Ed Maibach, PhD, Associate Director NCI</p> <p><b>Participants:</b><br/>           UC Davis Cancer Center: David M. Rocke, PhD<br/>           Holden Cancer Center: Todd Scheetz PhD,<br/>           Institute for Cancer Prevention: Edith A. Zang, PhD, Brian Pittman MS,<br/>           Naveen Vinukanda MS, Emily Chung MS , Vicki, Mohamed Tika<br/>           OHSU: Edwin Quick, MMI</p> <p>Un-represented:<br/>           Abramson Cancer Center<br/>           UPMC<br/>           Cold Spring Harbor Laboratory<br/>           University of Chicago<br/>           Johns Hopkins<br/>           Mayo Clinic</p> <p>NCI Tamara Maze-Gallman, Latonya Kittles, Lynette Grouse, Mary Jo Deering</p> <p>Booz Allen: Cait Cusack</p> |
| <b>Agenda</b>  | <ol style="list-style-type: none"> <li>1 Review and finalization of June 16<sup>th</sup> meeting notes</li> <li>2. Liaison Summaries</li> <li>3. Subcommittee update</li> <li>4. Participation issues</li> <li>5. Other issues and concerns</li> <li>6. Review of new Action Items</li> <li>7. Confirmation of next meeting</li> </ol>   |
| <b>1. Review and finalization of June 16th meeting notes</b> | Notes were approved, finalized and will be distributed to the group and posted to the forum  |

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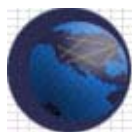
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| <b>2. Liaison<br/>Summaries</b> | <ol style="list-style-type: none"> <li>1. ICR-Edith Zang <ul style="list-style-type: none"> <li>• ICR workspace members have not met since the last Training Group meeting.</li> <li>• On June 9<sup>th</sup> there was a training session on caDSR (Cancer Data Standards Repository).</li> <li>• The ICR-SIG teleconference meeting cycle for this month has not been completed. Once they are completed, we will send a summary of the key points of each SIG meetings to Cait Cusack</li> </ul> </li> <li>2. Architecture -Jim Harrison<br/>Not present</li> <li>3. Clinical Trials-Mike Becich<br/>Not present</li> <li>4. Vocab and CDE working group -Chris Chute<br/>Not present</li> <li>5. Tissue Bank and Pathology -David Fenstermacher<br/>Not present</li> <li>6. Strategic Planning Group-Mike Becich<br/>Not Present</li> <li>7. DSIC-Ed Quick<br/> <p>The group is working on identifying the different levels of participation for data sharing and intellectual capital. He suggests that we update their group on what we are doing around a publication policy. They are putting together a survey for the tech transfer offices to question them about their existing policies regarding pharm and biotech. They plan to outline the standards and level of participation in data sharing. Some of the groups have relationships with pharma that won't let them share data openly with the grid. In the future contracts might be able to be leveraged in order to be able to share that data.</p> <p>It was noted that the level of our publication policy went to publications regarding caBIG; this group was not going as deep as the issues around data sharing and intellectual capital. This portion would be the purview of the DSIC group. We will be certain to communicate with DSIC regarding what</p> </li> </ol> |
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|                                | <p>we are doing and they are doing.</p> <p>Recommendation again made that the liaisons send a couple sentence note to Cait Cusack prior to our meeting that she can compile and send out to the group regarding activities of the other groups. This will be requested of the liaisons</p>  |
| <b>3. Subcommittee Updates</b> | <p>1. <b><u>Developer Training Subcommittee</u></b>-Cait Cusack</p> <p>At the last meeting it was decided to combine forces with the Architecture best practices group. This will begin next week. The group has been reviewing the compatibility document</p> <p>2. <b><u>Adopter Training and Evaluation Subcommittee</u></b>-Edith Zang</p> <ul style="list-style-type: none"><li>• Members of the Institute for Cancer Prevention are creating the framework of a Training Strategy document, which is to be further developed with help from other members of the Adopter Training Subcommittee. This document will cover, in detail, the strategies to be used in training developers and adopters. Relevant examples and templates for training, when available at participating institutions, will be sought out and incorporated in this document. The long-term intent is to circulate the Training Strategy document to other subcommittees and groups for feedback, and to eventually incorporate it into the overall project plan.</li><li>• Members of OHSU and IFCP are testing the possibility of using videoconferencing as the primary mode of communication. The goal is to have all 10 members of this group participate in videoconferencing, and to eventually to roll it out to the larger caBIG community.</li></ul> <p>Ed Maibach mentioned that Strategic Planning Group led by Ken Buetow discussed the idea of going out to commercial vendors to elicit training materials. The decision was made that this is premature to do at this point, but will be good to do in the future. When the above strategy document is ready, this document can be taken to commercial vendors to see if they have anything that could suit our needs.</p> <p>3. <b><u>Communication Training Subcommittee</u></b>-LaTonya Kittles</p> <p>Tamara is working to pull together information for the communications toolkit. Goal is to get it out in the next few weeks.</p> |



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### 4. Participation Issues

- It is noted that participation in the group is waning fairly dramatically. The work being done by this group is critically important. It was asked that the group be introspective on why they think this is happening and how we can turn the trend around.
- The group felt the following issues contribute to the current state:
  - Lack of contracts
  - It is summer and many are on vacation
  - Meetings were initially held too frequently-this has been resolved
  - Meetings were held too early for the West Coast individuals-this has been resolved
  - Still unclear as to what they will be asked to do

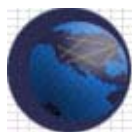
It is the feeling that:

- Once contracts are signed, work will begin, and momentum will occur
- At that point it will become clear who wants to participate and who does not
- Other groups more active because they are extending existing research that was already moving forward

“All of these issues will be resolved soon, don’t panic”

Ed Maibach raised the issue specifically about the communications subcommittee and the lack of participation there. He proposes the following:

- Reach out to all of the Cancer Centers and ask the POCs to identify PR individuals who would be willing to volunteer to participate on a communications subcommittee
- They would not be asked to do specific development work, it instead would be a collaborative effort to involve the Center’s PR departments
- Seen as an outreach of their regular job. Makes it easier for them to communicate for their centers around caBIG
- The hope is to be able to know what materials these individuals need in order to do their regular jobs better



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|  | <ul style="list-style-type: none"><li>• Be clear that we are providing resources to them in order to make their lives easier</li><li>• There is an existing NCI network to the cancer centers. However this network has been used to push materials out to the centers. The proposed group would be involved in vetting materials specifically around caBIG</li></ul> <p>The idea was favorably received</p> <ul style="list-style-type: none"><li>• Some suggested this not occur until after contracts are signed; as a voluntary activity this may not be an issue</li><li>• Suggested that we clearly define what the group would do, how often they would meet and what their goals would be</li></ul> |             |          |       |
| <b>5. Other Issues and Concerns</b>      | <ul style="list-style-type: none"><li>• Edith raised the question of how we communicate who will be going to meetings and how we present caBIG at these meetings. She wonders about having a table set up at these events with caBIG information. She also wonders about presenting workshops at these meetings</li><li>• Lynette Grouse discussed some of the efforts she has made towards that end. The intent is that this be an ongoing activity</li><li>• A form was circulated to the group from the Strategic Planning Group that should be filled out anytime anyone will be talking about caBIG at a meeting. The intent is to be able to capture what has been done</li></ul>                     |             |          |       |
| <b>6. Review Key Actions Agreed Upon</b> | <ul style="list-style-type: none"><li>• Will ask liaisons to send to Cait Cusack a few lines of summary regarding activities in the other groups</li><li>• Ensure that the DSIC group knows what this group is doing around a publication policy</li><li>• Vet the idea of a revised communications committee reaching out to all center's PR offices</li></ul>   |             |          |       |
| <b>7. Confirmation of Next Meeting</b>   | Our next meeting will take place on August 11, 04   |             |          |       |
| <b>Action Items:</b>                     |   |             |          |       |
|  | Individual Responsible  | Action Item | Due Date | Notes |

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|  | Training SLWG | Liaisons to send summaries of the activities prior to the meetings- Cait Cusack to remind group                      | 7/16/04 |         |
|  | Cait Cusack   | Reach out to the data sharing group about how and when to address a publication policy about addressing data sharing | 7/16/04 | 7/14/04 |
|  | Cait Cusack   | Vet the idea of a revised communications committee structure   | 7/16/04 | 7/14/04 |